

WORKSHEET 2



Nan	ne:	
Clas	ss: Date:	
INT	RODUCTION TO POWERPOINT 2016 Chapter-6	
Nur	mber the steps to save a presentation in correct order.	
	Click on Save. PowerPoint saves the presentation and the new file name appears on the title bar.	
	Navigate to the folder or location in which you want to save the file.	
	Click on File tab. Backstage view will appear.	0)-[0
	Click on the File name text box and type a name for the file.	2 uc
	Click on the Save or Save As button.	(Version 2.0)-IV
Wri	te 'T' for true and 'F' for false.	
1.	The shortcut to insert a new slide is Ctrl + N key combination.	RIME
2.	PowerPoint is a software used for creating presentations.	I iPI
3.	A slide is not a page in a presentation.	pad
4.	Slide Show view is the full screen view of a presentation.	uch
Gue	ess who am I?	<u>C</u>
1.	The shortcut key is pressed to insert a new slide.	
2.	Series of slides shown on the single page.	
	Vri 1. 2. 3. 4. Gue 1.	INTRODUCTION TO POWERPOINT 2016 Number the steps to save a presentation in correct order. Click on Save. PowerPoint saves the presentation and the new file name appears on the title bar. Navigate to the folder or location in which you want to save the file. Click on File tab. Backstage view will appear. Click on the File name text box and type a name for the file. Click on the Save or Save As button. Write 'T' for true and 'F' for false. The shortcut to insert a new slide is Ctrl + N key combination. PowerPoint is a software used for creating presentations. A slide is not a page in a presentation. Slide Show view is the full screen view of a presentation. Guess who am !? The shortcut key is pressed to insert a new slide.

A page in Power Point.

Teacher's Signature: